

NN/ LM

ESSENTIAL DOCLINE: A REVIEW

UPDATING [SERHOLD](#)

- To [add a title to your SERHOLD data](#), remain in the SERHOLD Tab.
- In the Bibliographic Search/Update/Add section, enter the NLM Unique ID, the ISSN, the OCLC Number, or the Journal Title or Title Abbreviation.
- **NOTE:** The Title Abbreviation must be the official MEDLINE Title abbreviation. If you do not know this information, you will need to do a search from the LOCATOR^{plus} tab.
- In the Search Limits section, the “My Library” criterion is a default selection. The box next to the selection has been checked for you. Nothing else needs to be selected in this section.
- Click on Search.

The screenshot shows the SERHOLD interface with two tabs: SERHOLD (selected) and LOCATOR^{plus}. The main section is titled "Bibliographic Search/Update/Add". It contains input fields for NLM Unique ID, ISSN, OCLC Number, and Journal Title / Title Abbreviation. The Journal Title / Title Abbreviation field contains the text "jama". Below this is the "Search Limits" section, which includes checkboxes for Region, State/Province, Library Group, and My Library (checked). There are also dropdown menus for AND/OR and a "LookUp LIBID" button. At the bottom, there are input fields for Volume(s) Owned and Year(s) Owned, and a row of buttons: Search, Reset Bib Search, Reset Search Limits, Reset All, and Help.

- The “Reset Bib Search” button allows you to clear only the “Bibliographic Search/Update/Add” section.
- The “Reset Search Limits” button allows you to clear only the “Search Limits” section.
- The “Reset All” button clears the SERHOLD tab.
- The “Help” button reveals a separate window that displays the SERHOLD portion of the Online DOCLINE Manual.

ADD HOLDINGS SCREEN

- The top portion of the screen is the title's bibliographic information.

Add Holdings

Title: JAMA : the journal of the American Medical Association.
NLM Unique ID: 7501160
ISSN: 0098-7484
Publisher: American Medical Association
Place of Publication: Chicago II

To add holdings, check the appropriate library or libraries
☒ University Hospital (Test Record) (Austin, TX; LIBID: TXUXXE) [Demo]

Retention Policy:
☐ Retained for a limited period (6) ☒ Permanently retained (8)

Physical Format: Text (tu)
Completeness: Information not available or Retention is limited (0)
Commitment Level: No special commitment to retain title (Z)

Acquisition Status:
☐ Currently receiving (4) ☐ No longer acquiring (5)

Holdings owned:

Begin Volume	End Volume	Begin Year	End Year

Insert Row Delete Reset Delete All Sort

Add Return to Search Reset Help

- Verify that the appropriate library [your institution] is checked.

Retention Policy

- Your Retention Policy dictates how long you will retain a title.
- Chose Retained for a limited period to maintain a title with a closed record.
Example: last 10 years, last 5 years.
- Chose Permanently retained to maintain a title with an open record.

Retention Policy:
☒ Retained for a limited period (6) ☐ Permanently retained (8)

- When Retained for a limited period is selected, the right side of the screen or the "Acquisition Status" changes to the display below:
- Type in the number of years, months or editions retained.

Holdings owned:

Latest 5

Month
Year
Edition

- Permanently retained means the policy is to retain all years of the title.

Retention Policy:
☐ Retained for a limited period (6) ☒ Permanently retained (8)

- When Permanently retains is selected, the right side or the Acquisition Status displays the following choices:

Acquisition Status:

☐ Currently receiving (4) ☐ No longer acquiring (5)

Holdings owned:

Begin Volume	End Volume	Begin Year	End Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Select the Acquisition Status as either Currently receiving or No longer acquiring.
- In the Holdings owned section, type in the volume number(s) and year(s).
- The Insert Row button allows you to skip not owned or incomplete years in your holdings statement.
- The Delete button allows you to delete a row. **NOTE:** the cursor needs to be blinking in the row you want to delete.
- The Reset button lets you clear any changes made.
- The Delete All button deletes the entire holdings statement.
- The Sort button allows you to resort the order of the rows in chronological order.

Acquisition Status:

☒ Currently receiving (4) ☐ No longer acquiring (5)

Holdings owned:

Begin Volume	End Volume	Begin Year	End Year
308	320	1983	1989
324	336	1991	1997
342		2000	

Physical Format

- Select the physical format of the title.

Physical Format:

Text (tu)
Text (tu)
Text, regular print (ta)
Text, large print (tb)
Text, Braille (tc)
Text, looseleaf (td)
Text, other (tz)
Videorecording (vu)
Videorecording, videocartridge (vc)
Videorecording, videodisc (vd)
Videorecording, videocassette (vf)
Videorecording, videoreel (vr)

Completeness

- Completeness requires you to estimate the amount of actual holdings you have.

Completeness: Information not available or Retention is limited (0)

Commitment Level: Information not available or Retention is limited (0)

No special commitment (1)

Complete (95%-100% held) (1)

Incomplete (50%-94% held) (2)

Very incomplete or scattered (Less than 50% held) (3)

Commitment Level

- Commitment level refers to any institutional policy to retain the title.

Commitment Level:

No special commitment to retain title (Z)
No special commitment to retain title (Z)
Will hold title for national commitment (N)
Will not cancel title without notifying resource libraries (R)
Will hold title for state commitment (S)
Will hold title for consortium/local commitment (C)

- Click on Add when you have finished adding your title.

Add	Return to Search	Reset	Help
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UPDATING A TITLE IN SERHOLD

- The SERHOLD RECORD DISPLAY section is where the bibliographic information about the journal title is shown. This is a display only section; you may not make any changes to this portion.
- Underneath the SERHOLD RECORD DISPLAY section is your institution's holding information for this title.
- To update the holding information, click on Update.
- The UPDATE HOLDING SCREEN is similar to the ADD HOLDING SCREEN.
- Update any of the information and click on Save.

DELETING A TITLE FROM SERHOLD

- To delete the title, click on Delete.

Search Results		SERHOLD RECORD DISPLAY	
1 record(s) found		Title:	The New England Journal of medicine.
LIBID	Status	NLM Unique ID:	0255562
TXUXXE	Demo	Publisher:	Massachusetts Medical Society.
		ISSN:	0028-4793
		Place of Publication:	Boston,
		Frequency:	w
		Publication Date:	1928.
		Continuation Notes:	Continues the Boston medical and surgical journal.
		Owning Library:	University Hospital (Test Record) (Austin, TX; LIBID: TXUXXE) [Demo]
		Volumes Held:	1 -
		Years Held:	1928 -
		Retention Policy:	Permanently retained (3)
		Acquisition Status:	Currently receiving (4)
		Physical Format:	Text (tu)
		Completeness:	Other [limited retention; or, no estimate of completeness] (0)
		Commitment Level:	No special commitment to retain title (2)
		Encoding Level:	3
		Update	Delete
		Return to Search	Help

- A message asking you to either accept the deletion or to cancel it comes up.

SERHOLD RECORD DISPLAY	
Title:	JAMA : the journal of the American Medical Association.
Microsoft Internet Explorer	
Click OK to delete the holdings record for TXUXXE. Click CANCEL to return to the holdings record without deleting it.	
OK Cancel	
Volumes Held:	308-320, 324-336, 342 -
Years Held:	1983-1989, 1991-1997, 2000 -
Retention Policy:	Permanently retained (3)
Acquisition Status:	Currently receiving (4)
Physical Format:	Text (tu)
Completeness:	Complete [95% or more] (1)
Commitment Level:	No special commitment to retain title (2)
Encoding Level:	3
Update Delete	
Return to Search Help	

- After receiving the message that a record was deleted, you return to the SERHOLD Search/Update/Add screen.

SERHOLD RECORD DISPLAY			
Title:	JAMA : the journal of the American Medical Association.		
NLM Unique ID:	750	ISSN:	0098-7484
Publisher:	Am	Place of Publication:	Chicago Il
Publication Date:	196	Frequency:	w
Continuation Notes:	Con	dical Association.	
Owning Library:	cord) (Austin, TX; LIBID: TXUXXE) [Demo]		
Volumes Held:	308-320, 324-336, 342 -		
Years Held:	1983-1989, 1991-1997, 2000 -		
Retention Policy:	Permanently retained (8)		
Acquisition Status:	Currently receiving (4)		
Physical Format:	Text (tu)		
Completeness:	Complete [95% or more] (1)		
Commitment Level:	No special commitment to retain title (Z)		
Encoding Level:	3		
<div> <input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Return to Search"/> <input type="button" value="Help"/> </div>			